

ON SITE PERMANENT SIGN PLAN REQUIREMENTS

SIGN PLANS REQUIRED (Sec. 25 ¼-20):

- **Attached Signs**

- Single Occupant:**

- _____ (1) *Dimensioned building elevation* showing the position of the proposed sign in relation to the building, linear feet of the building frontage, the height of the proposed sign on the building, and all existing attached signage; and
 - _____ (2) *Dimensioned sign plan* showing the height, shape and display surface area of the proposed sign; and
 - _____ (3) *Dimensioned site plan* showing the location of the proposed sign on the site and the setbacks from the right of way.

- Multi-Tenant Complex:**

- _____ (1) *Dimensioned building elevation* showing the position of the proposed sign in relation to the building, the linear feet of the occupant frontage, and height of the proposed sign on the building, and all existing occupant signage; and
 - _____ (2) *Dimensioned sign plan* showing the height, shape and display surface area of the proposed sign; and
 - _____ (3) *Dimensioned site plan* showing the location of the proposed sign on the site and the setbacks from the right of way.

- **Ground Signs**

- Less than thirty-five (35) feet in height:**

- _____ (1) *Dimensioned sign plan* showing the height, shape and display surface area of the sign and the foundation of the proposed sign; and
 - _____ (2) *Dimensioned site plan* showing the street frontage, the location of the proposed sign on the site, setbacks from the rights-of-way, easements and power lines, and the spacing from all existing ground signs.

- Greater than thirty-five (35) feet in height:**

- _____ (1) *A scaled sign plan* prepared and sealed by a registered TN engineer, showing the height, shape and display surface area of the sign and the foundation of the proposed sign, including structural specifications, details and wind load design; and
 - _____ (2) *A scaled site plan* prepared and sealed by a registered TN engineer, showing the street frontage, the location of the proposed sign on the site, setbacks from the rights-of-way, easements and power lines, and the spacing from all existing ground signs.

- **Freestanding Wall Signs** – See Ground Signs

- **Outline or Strip Lighting** – See Attached Signs

- **Canopy Sign** – See Attached signs

It is the responsibility of the applicant to request a location inspection prior to permit issuance. It is the responsibility of the applicant to request a footing inspection if the sign is greater than 16' overall height or 64 square feet or more in area. A final inspection request must also be made.

NOTE: Before any ground sign permit can be issued, the proposed sign location and underground utility lines shall be marked by the applicant by stake and white paint line for location approval. Contact Tennessee One-Call at 1-800-351-1111 to request utility line markings.